

TRAINING FOR INSTRUCTORS

COURSE CONTENT

The course contains the following subjects:

- Informing and Instructing
- Communication and Platform Skills
- Purpose and Objectives
- Planning a Lesson
- Communicative Visuals
- Methods of Instruction
- Audio-visual Equipment
- Facilities and Co-ordination
- Testing and Evaluation
- Classroom Management



METHODOLOGY

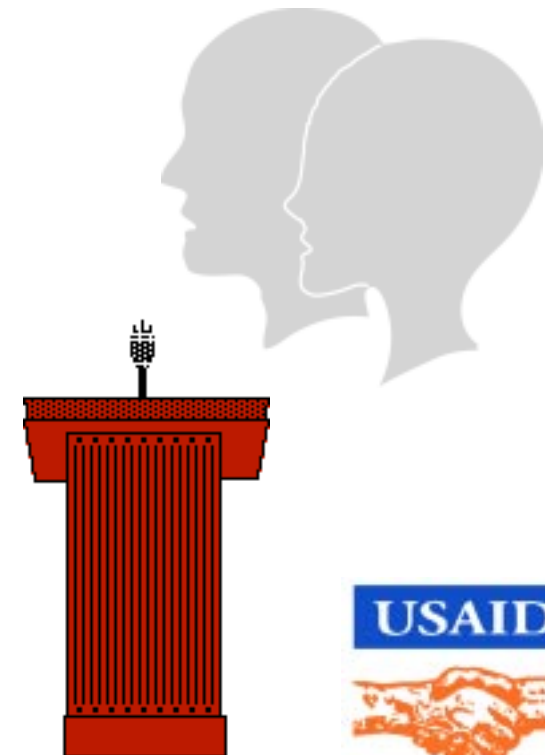
This course uses highly participative, interactive instruction with considerable demonstration practise. The participants make individual and group presentations that reinforce the concepts taught in the course.

The training materials that are used in the workbooks and the visual aids used in the presentation of the course are of the highest quality. They demonstrate the use of similar materials in training.

Objectives, performance and instructional, are the central theme of the training concepts presented. The course focus is on the attainment of training objectives as the desired outcome of training.

The concepts presented are applicable to all training regardless of subject, knowledge or skill.

For additional information contact:



OFFICE OF U.S. FOREIGN
DISASTER ASSISTANCE



Course Instructional Objectives

Upon completion of this course, the participant will be able to:

- *write performance and instructional objectives.*
- *manage a classroom environment.*
- *prepare lesson plans.*
- *use various methods of instructional communication.*
- *prepare and use audio-visual aids.*
- *operate audio-visual equipment.*
- *make presentations as an individual and as a member of a team.*
- *test trainees for training effectiveness.*

Training for Instructors

Visual Aids



The Course

Purpose

To train individuals to perform the tasks necessary to be an effective instructor of OFDA training courses.

Target Audience

Anyone who is required to present knowledge and skills to others so that they may perform job tasks.

Performance Objective

Actions: Participate with a group of other students in the presentation of a lesson of training. Each group will develop objectives, lesson plans, visual aids, handouts and testing. Each group will coordinate its presentation to provide continuity and a smooth flow of training.

Conditions: A classroom environment suitable for conducting training, a group of trainee instructors who will function as trainees for the purposes of training presentations, the necessary visual aid equipment (i.e.; OH projector, slide projector and/or flipchart and easel), and the necessary materials to prepare visual aids.

Standards: Each presentation will contain at least one training objective, one visual aid, interaction with at least 2 participants and a means of evaluation. Objective, visual aid and presentation will meet minimum standards established by the course. Presentation will be within time limits, coordinated to provide a smooth flow of training and without a last minute rush to finish. Students will be evaluated for effectiveness of the training.